

MAY 18, 2010

TO: Chief School Administrators/School Bus Contractors

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit – Procedures for Education Facilities
Contracting with Source4Teachers

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES. THE NEW PROCEDURES ARE NOT REQUIRED FOR KINDERGARTEN PROGRAMS OPERATED BY LICENSED CHILD CARE CENTERS.

The Criminal History Review Unit (CHRU) has received several inquiries from educational facilities concerning criminal history record checks for substitute teachers that are under contract with Source4Teachers and placed by that agency in schools under the supervision of the Department of Education. The enabling statute, N.J.S.A.18A:6-7.1 mandates that the educational facility assure that all employees and employees of a contract service provider have undergone the criminal history record check process.

The CHRU and Source4Teachers have met to discuss this issue. Effective immediately, Source4Teachers will select a “home district” in those counties where they provide service, to process the criminal history record checks for substitute teachers. The educational facility will provide the substitute teacher with the proper MorphoTrak Universal form and, if not filing on-line, the required Applicant Authorization and Certification form. This form, along with a Transmittal, Roster and administrative fee shall be forwarded by the educational facility to the CHRU. Upon completion of the criminal record check, the substitute teacher will be issued an approval letter providing no disqualifying convictions exist. The “home district” will receive a computer printout listing all substitutes that were approved for that period of time and will notify Source4Teachers as to whether the applicant was eligible for employment.

Should the substitute teacher wish to add additional educational facilities or transfer to another district, it is the substitute teacher’s responsibility to obtain proof of continuous employment from the previous educational facility and provide that information to the new facility. Copies of continuous employment shall be provided to Source4Teachers.

Should a substitute teacher, under contract with Source4Teachers, commit a disqualifying crime subsequent to their approval for school employment, the CHRU will notify the “home district” of the arrest. The educational facility shall then take the appropriate action and notify the CHRU with an employment status of the substitute teacher. The “home district” shall also notify Source4Teachers as to the employees’ status.

It is of the utmost importance that the “home district” maintains a file of all substitute teachers who are under contract with Source4Teachers for whom they, the “home district,” submit for the criminal history record check. It is also mandatory for the new employing educational facility to submit the transfer request to the CHRU and copy Source4Teachers.

Source4Teachers will make notification to the “home district” and the CHRU of any substitute teacher who is no longer employed by them.

It is extremely important that all educational facilities comply with this mandatory directive for the safety and welfare of the school children. For additional information concerning this process, please contact the CHRU at 609-292-0507.

RJC/CHC/cc/chief.school.admin.ltr.Source4Teachers

c: Members, State Board of Education
Commissioner Bret Schundler
Deputy Commissioner Willa Spicer
Assistant Commissioners
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